

**DEPARTMENT OF BANKING
JOB OPPORTUNITY
DURATIONAL PARALEGAL SPECIALIST
SECURITIES DIVISION**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: Candidates on the current Paralegal Specialist examination list.

Location: 260 Constitution Plaza, Hartford

Appointment Term: 6-month Durational Appointment (anticipated end date on or about October 1, 2015)

Job Posting No: 111148

Hours: 8:00 a.m. to 5:00 p.m.

Salary: \$61,373 annually

Closing Date: March 26, 2015

Eligibility Requirement: Candidates must have applied for and passed the Paralegal Specialist exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Overview: The Securities Division protects investors from fraud by securities brokers and other entities. Enforcing the state's securities laws and bringing often litigated administrative proceedings against offenders is crucial to accomplishing this mission. In litigating cases and negotiating settlements, the Division relies heavily upon its legal staff, and legal support is a critical to this process.

Examples of Duties: Assists in preparing draft legal documents in highly complex fraud cases; Manages legal case timetables; Maintains and updates legal caseload logs; Monitors respondents' compliance with legal settlement terms and conditions and prepares reports on such compliance for management's review and action; Performs cite checks for briefs and memoranda of law (i.e. "blue booking"); Monitors state legislative developments having an impact on the Securities Division and keeps affected personnel apprised; Analyzes and prepares written reports concerning Class Action Fairness Act notices received by the Division and involving securities matters; Performs legal research and analysis of law sources for staff attorneys; Keeps abreast of new regulation promulgation processes, ensuring that draft amendments are in proper format and contain no inconsistencies. Performs related duties as required.

Knowledge, Skills and Abilities: Considerable knowledge of legal processes and procedures; considerable knowledge of legal terminology and legal forms; considerable knowledge of legal research techniques; knowledge of relevant agency policies and procedures; knowledge of and the ability to interpret and apply relevant state and federal laws, statutes, regulations and legislation; considerable skill in fact finding techniques including interviewing clients and compiling evidence; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to evaluate pertinent facts, cases and evidence and compile and assemble such legal data; considerable ability to compose correspondence and draft legal documents; ability to understand complex laws and related reports; ability to utilize computer software.

General Experience is defined as one of the following:

- A Bachelor's degree in legal studies and one (1) year of experience providing paraprofessional legal assistance to an attorney.
- An Associate's degree in legal studies and three (3) years of experience providing paraprofessional legal assistance to an attorney.
- Completion of a Paralegal or Legal Assistance Certificate Program approved by the American Bar Association and three (3) years of experience providing paraprofessional legal assistance to an attorney.
- Completion of a Paralegal or Legal Assistance Certificate Program consisting of a minimum of twenty-four (24) semester hours from an accredited college or university and four (4) years of experience providing paraprofessional legal assistance to an attorney.
- Completion of a Paralegal or Legal Assistance Certificate Program from a business school approved by the State of Connecticut, Office of Higher Education and four (4) years of experience providing paraprofessional legal assistance to an attorney.
- A Law degree from an accredited Law School.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested candidates who meet the above requirements should submit a cover letter, resume, 3 professional references (one must be immediate supervisor) and an Application for Employment CT-HR-12 to:

CONNECTICUT DEPARTMENT OF BANKING
260 Constitution Plaza
Hartford, CT 06103
ATTN: Human Resources

Applications must be received or postmarked by the closing date. Late or incomplete applications will not be considered.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.